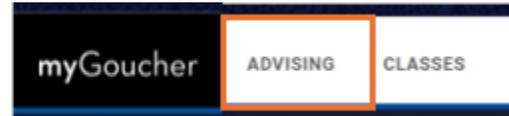# MyGoucher: Authorize Registration

*Note: To view advisee information, you must have the **Advising** tab at the top of your MyGoucher dashboard. If you do not see the Advising tab, contact the Help Desk for assistance.*
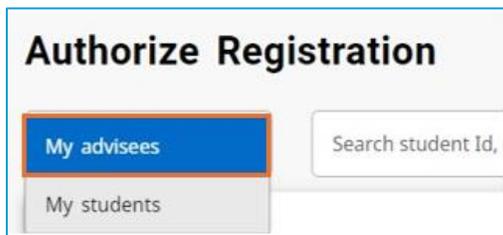

Authorizing Advisee Registrations

1. From your MyGoucher dashboard, locate and hover over the **Advising tab** at the top, then select **Authorize Registration** from the drop-down menu.


2. From the Authorize Registration window, choose **My advisees** from the List options drop-down.

3. Next, click **Advanced Search** located to the right, then choose the appropriate **Period filter** for the student/s you wish to authorize. When finished, press **Search** at the bottom.
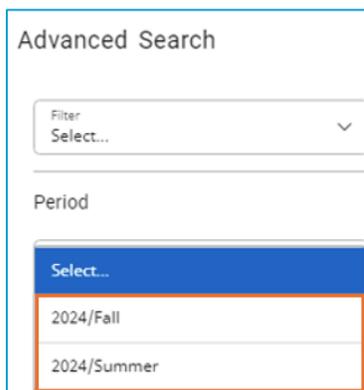
4. From the Authorize Registration window:

    1) Check the check box beside the desired students you wish to authorize.
        Select multiple students to perform bulk authorizations.

    2) Click the **Authorize** button above the list of students.

    3) Confirm authorization by the green **AUTHORIZED** indicator.
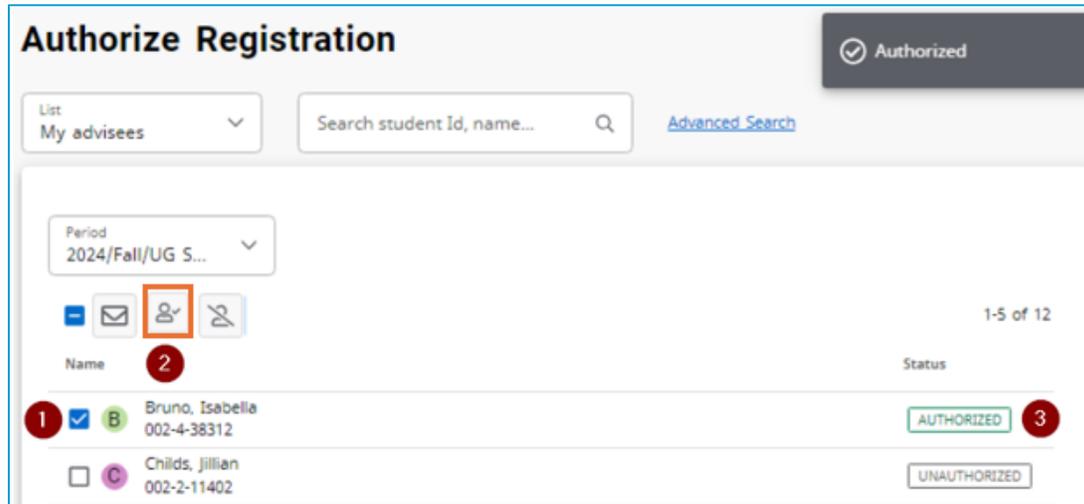
5. Repeat the steps above for other year/term periods as needed.

Use the Unauthorize button (next to the Authorize button) to undo or deny advisee registration.

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For questions related to Registrar's Office policy and procedures, contact the Registrar's office at registrar@goucher.edu.

For technical concerns or questions contact the IT Help Desk at helpdesk@goucher.edu.